

Kofax Power PDF – Interactive Forms Creation and Document Security

1. Editing and Enhancing PDF Content

- Edit textual content: correction, formatting and additions
- Insert and adjust graphic elements: images, icons and shapes
- Use guides, grids and alignment tools for precise layout
- Customize document display and startup settings

2. Creating Advanced Interactive Forms

- Identify requirements for a professional PDF form
- Insert and customize text fields
- Add checkboxes, dropdown lists and radio buttons
- Apply validation rules to input fields
- Create automatic calculation fields (totals, percentages, amounts)
- Insert interactive buttons: reset, validation and custom actions
- Optimize the tab order for a smooth user experience

3. Structuring Document Navigation

- Create and manage page thumbnails
- Insert and organize bookmarks for hierarchical navigation
- Add interactive links to pages, sections, external URLs or document areas
- Create navigation buttons for easier document traversal
- Structure reading flow using article features

4. Digital Signatures, Security and Protection

- Configure a digital signature manager
- Create and manage signature profiles
- Add custom image signatures
- Apply electronic signatures to forms and documents
- Use redaction tools to hide sensitive information
- Set password protections and permissions (editing, printing, commenting)